

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of File Closure - Unsigned Retainer Agreement

Dear [Client Name],

On [Date], we sent you a Retainer Agreement regarding [Description of Legal Matter]. As of today, we have not received a signed copy of this agreement or the required initial deposit.

Please be advised that because we do not have a signed agreement, an attorney-client relationship has not been established. Consequently, we are closing our file regarding this matter effective immediately and will take no further action on your behalf.

Please be aware that legal matters are often subject to strict time limits known as statutes of limitations. If you do not take action or file a formal claim within these deadlines, you may permanently lose your right to pursue legal recourse. We strongly recommend that you consult with another attorney immediately if you still intend to move forward with this matter.

We are returning all original documents you provided to us [Optional: enclosed herewith / available for pickup]. We will maintain our internal file for a period of [Number] years, after which it will be destroyed in accordance with our firm's retention policy.

Thank you for considering our firm.

Sincerely,

[Your Name]

[Your Law Firm Name]